



Natural Resources Conservation Service
One Credit Union Place, Suite 340
Harrisburg, PA 17110

717-237-2100
717-237-2238 fax

TO: All NRCS Employees

DATE: July 7, 2008

SUBJECT: EEO – SEPM Federal Women's Program VACANCY FILE CODE: 230

NOTE: Supervisors are responsible for assuring all employees receive this announcement.

VACANCY ANNOUNCEMENT

Federal Women's Program Manager

Opening Date: July 7, 2008

Closing Date: August 1, 2008

Special Emphasis Program Managers (SEPMs) may spend up to 20% of their time on the duties and report directly to the State Conservationist or designee. The appointments are made by the State Conservationist to serve a minimum of three years. SEPMs may receive annual training involving overnight travel.

SEPMs will not be reassigned to another location based on acceptance of the collateral duty, nor would they be considered for grade increase based on the acceptance or satisfactory performance of this duty.

SEPMs assist management in increasing the total number of employees in a specific group in the agency if there is under-representation and may assist employees in professional support, career development, self-development and mentoring. In addition, SEPMs provide assistance to management and field office staffs in USDA program outreach.

SEPMs are representatives on the Civil Rights Committee which meets quarterly. The next Civil Rights Committee meeting will be held on September 18, 2008 at 10:30 a.m. in State College.

Applicants should respond in writing, through their supervisory chain to Anne Anderson by the deadline. Applicants should respond to the following questions:

1. What experiences do you have that would make you a good candidate for the position?
2. Why do you want the position?

Your consideration of this vacancy announcement is appreciated. Please call Gary Smith at 717-237-2204 or Anne Anderson at 717-237-2143 if you have questions.

/s/ Edgar A. White, Acting

CRAIG R. DERICKSON
State Conservationist